

Retention and Classification Report

Agency: West Valley City (Utah). City Attorney (1349)

West Valley City Hall
3000 South Constitution Blvd.
West Valley City, UT 84119
974-5501

Records Officer

26610	Claim petition case files
60005	Closed civil files
17195	Closed criminal case files

AGENCY: West Valley City (Utah). City Attorney

SERIES: 26610

3

TITLE: Claim petition case files

DATES: 1980-

ARRANGEMENT: Chronological by notification date.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal
Legal appraisal is based on UCA 63-30d.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 60005

3

TITLE: Closed civil files

DATES: 1980-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files contain claims and lawsuits filed against the City or its employees. These files contain a Notice of Claim (a form sent to the City by an individual requesting monetary relief from alleged negligence on the part of the City or its employees); any correspondence; police reports; witness statements; other evidence on claim; legal documents filed with the court (complaint, summons, notice of deposition, etc); copies of deposition testimony; notes by attorneys; copies of legal documents filed on the City's behalf by city attorney; and copies of insurance claim forms. These are closed case files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 60005

TITLE: Closed civil files

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the city attorney. These files may have some historical value documenting the actions of the city attorney to claims and lawsuits made against West Valley City.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 17195

3

TITLE: Closed criminal case files

DATES: 1981-

ARRANGEMENT: Alphanumerical by name

ANNUAL ACCUMULATION: 3.20 cubic feet.

DESCRIPTION:

These files are used by city prosecutors to conduct trials against persons charged with criminal misdemeanors. They contain copies of police reports (containing name of person reporting crime, name of suspect, summary of crime, names of police officers, and whether a citation was issued); pretrial notices or trial notices (containing defendant's name, name of attorney, and date and time of trial); citations (containing name of person, date, place of occurrence, and any comments); and notes of attorney. These case have gone to court and are closed.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 17195

TITLE: Closed criminal case files

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs of the office. Though record copies of the court records and police records are kept elsewhere the City Attorney has determined that these records should be maintained permanently.

PRIMARY CLASSIFICATION:

Private